

Dear Advisor(s),

This Fall, your sectional state FFA officer will be visiting your school to help promote FFA amongst your students. This is an opportunity for the state officer to meet with current members and those students who have not yet decided if FFA is for them. Many times, once a state officer visits a school, students gain that extra interest to become members. This can be a valuable recruitment tool for your chapter. We want to make sure that this visit is successful for you, your students and for the state officer.

Here are suggestions for when the state officer comes to visit your school:

1. State Officers will be setting up a schedule for your chapter visit. This will be confirmed at the Sectional Leadership Workshop unless you wish to have a visit before September 18. (Visits before SLW will need to be confirmed individually with the state officer and the advisor. Contact your state officer if you are interested in an early visit, there are only a limited number of days available).

The officers will publish their chapter visits schedule in their first newsletter. If you already know that you will only need a state officer for a morning or afternoon presentation, please let them know as soon as possible so they can work this into their schedules.

We would like the state officers to complete their chapter visits by December 1 or shortly before the Holiday Break. **All chapters are asked to have a visit even if it is just for an hour or two.** If you need any special accommodations for your visit, please let the officer know so they can schedule you for the most optimum visit time for your students.

2. When your state officer calls to confirm, call them back as soon as possible. State officers need to know if everything is still set for the visit and want to make sure that they are coming on the day and time that you have scheduled. If anything would change in your school's schedule that would conflict with the scheduled visit, please contact the state officer immediately, so they know of the change.

3. Provide the state officer with the necessary information about the visit so they can prepare the topics you would like them to cover. **PLEASE COMPLETE THE PRE-CHAPTER VISIT FORM** so the officers can prepare. This should be given to your state officer at the Sectional Leadership Workshop.

4. Consider some different options for how the visit can work...

- a. Have an assembly with your FFA members rather than a presentation during every class.
- b. Have a separate assembly with students who aren't FFA members but yet show interest in the organization, this way the officer can design a presentation for potential FFA members.
- c. If you are on block scheduling, consider what part of the block the state officer would participate in. Don't plan for a 90-minute presentation by just the state officer. Instead consider different components that could highlight FFA activities and leadership development throughout that time with the state officer presentation being a portion of that.
- d. Consider ways that the state officer can bring "leadership training" to your student body and not always just talking about FFA. Many times this helps students realize the larger scope of what FFA can offer.
- e. Set up a meeting with the chapter officers. This can be very valuable as state officers have great ideas for chapter officer training. Maybe you could set up a class period or two when the officer just works with chapter officers.
- f. Have the officers meet with your school administration, guidance counselors, etc. This is a great time for these people to see more products of our programs.

- g. Have the state officers meet with students in your program that would be potential state officer candidates. This is a great way to get questions answered and get a better understanding for the student of what is involved in serving as an officer.
4. Tell the officer what you want or don't want them to talk about, Try to remember that they are going to over 20 very different schools all wanting something different. They are prepared to tailor your presentation, please just tell them what you are looking for.
5. Talk to the state officer about the classes and what to expect. Warn them about possible problems or special situations, this will help the state officer be prepared and not be caught off guard.
6. **Please stay in your classroom or assembly room during the state officer's presentation.** Don't leave the officer alone with your students. It is not their position to discipline or serve as a substitute teacher. Also state officers want feedback on how they can improve their presentation.
7. Give a positive introduction. You will set the mood for the visit. Get your students excited about a visit from the state officer and help them understand a little about what a state officer does for the Wisconsin FFA and the qualifications these officers have in order to serve in their positions. Include something in your curriculum the day or morning before to help students better understand the FFA organization structure and how State Officers provide leadership for the organization. This can be very helpful for students to better understand the role of a state FFA officer.
8. Make the state officer feel comfortable. You will have a more relaxed presentation. Remember these officers are still learning too and have not had professional teacher training. They have gained many great ideas through their summer training but can be very stressed when it comes to walking into unknown situations. Anything you can do to help the officers feel comfortable will assist in the overall presentation.
9. Don't forget to give the state officers a lunch break and even a break between presentations (if possible.) Have lunch set up ahead of time. Will the state officer eat in the cafeteria or do they need to make arrangements outside of school for lunch? Please let them know.
10. Remember that you do not have to pay mileage for the first visit that an officer makes to your chapter. We ask that chapter please reimburse the state officers for any additional events or chapter banquets they attend.
11. Make sure that the officer knows how to get to your school.
12. Let the state officer know ahead of time if you would like them to stay after school for anything.
13. Let them know where to park – In the student parking lot or back by the Ag. Room? Do they need a parking pass? With school security, there may be special procedures visitors have to follow when they arrive at your school. Please let the officer knows what to expect.

We realize that most of you have had many state officer visit your school. Although for some of you this may be a first. This list is to help make the visits even better and provide you and your students with a top quality experience.